



ver 1.01

SSEBE Laboratory Policy After-Hours Operation

This Documents' purpose is to clearly define the School of Sustainable Engineering and the Built Environment's Departmental policy pertaining to any work being done in any laboratory at ASU after normal work hours and/or weekends. All Students, Employees and Visitors conducting any work of any kind will be held to the same standards. The ultimate purpose is to enforce and stay committed to our Culture of Safety we have established.

Definition of Potentially Hazardous/Non-Hazardous work

- NON-HAZARDOUS: Work of a clearly Non-Hazardous nature includes but is not limited to any work that involves sitting at a computer station, walking about giving tours, taking inventories (of a non lifting variety), light cleaning, and reading/studying/learning.
- HAZARDOUS: Work of a clearly potentially Hazardous nature will be defined as any task involving Lifting (especially heavy lifting - +50#), use of any High Pressure Testing Equipment, using Chemicals/Chemical Interaction, use of Heated Liquids/Hotplates, use of Ovens, use of any Compressed Cylinders, use of Explosive/Flammable materials, use of Cutting or Coring machinery, or any activity where OSHA designates the wearing of Lab Coats and Protective Eyewear.

Responsibilities

- PRINCIPAL INVESTAGATOR:
 - ~ Must make sure that ALL persons doing work on their behalf are aware and follow these regulations and have had all necessary safety training,
 - ~ Discuss and specify with Lab Support Staff which experiments/procedures may be performed AFTER HOURS/WEEKENDS and why ... or those that are not allowed.
 - ~ Sign off on all documents for those workers who fill out AFTER HOURS REQUEST
- WORKER:
 - ~ Must make sure that YOU and ALL persons doing work with you are aware and follow these regulations.
 - ~ Try to schedule all experiments and work procedures to prevent any situation where it may be necessary to need any AFTER HOURS/WEEKEND efforts.
 - ~ Be cleared to have access within whatever area(s) you intend to use and have up-to-date all Lab Safety, Fire Safety, and Hazardous Waste training.
 - ~ Understand any and all regulations for the use and return of tools, location of Personal Protective Equipment and working knowledge of locations of phones, fire extinguishers, fire alarms, and emergency contact phone numbers.
- PROCEDURES:
 - ~ Before any work is to be done AFTER HOURS or on WEEKENDS, the party intending to do work shall obtain and fill out the SSEBE departmental AFTER HOURS OPERATIONS request form

SSEBE After-Hours Operation Form

After-Hours: anytime between 6pm-7am weekdays and all day weekends and holidays.

Experiment/Procedure Description:

Student/Worker: _____ PI: _____

Building/Room #: _____ Experiment Location: _____

Beginning Date: _____ Ending Date: _____

Equipment Used: _____

The following hazards may be present:

Emergency Contact Information:

Student/Worker: _____ Phone: _____ E-mail: _____

In Case of Facilities Emergency Contact: Facilities Management at 480-965-3633

In Case of Medical, Fire or Safety/Security Emergency Contact: 911

Approval and Comments:

Faculty Approval: _____ Date: _____

Faculty Comments:

Lab Coordinator/Manager Approval: _____ Date: _____

Lab Coordinator/Manager Comments:

Student/Worker Signature: _____ Date: _____

Responsibilities:

Principal Investigator (Supervisor):

- Determine which experiments/procedures are allowed to be conducted after-hours. Determine what extra safety measures should be taken given each after-hour operation.

Laboratory Manager / Coordinator:

- Ensure all workers in the area are aware of hazards and are trained in all appropriate procedures.

Worker:

- Do not work alone when working with a hazardous experiment. If the experiment will be operating unattended, make sure all efforts have been taken for it to be operating properly and clearly label emergency contact information.

NOTE: Work of a clearly hazardous nature (e.g. tasks involving high energy, acute toxics (i.e. cyanogen bromide, hydrogen sulfide, carbon monoxide, hydrofluoric acid), explosives, large volumes of cryogenic liquids, or high pressure situations) must not be conducted after hours. ***Such activities must be scheduled during normal working hours. If an emergency should arise after hours, there is limited response capability.***